

Amended Hiring Request (during COVID19 + transition) - 2021-2022 WORK STUDY JOB CERTIFICATION

Students are not permitted to work until all Payroll and Job Certification forms have been submitted to and **approved** by University Student Financial Assistance & Education. **Forms cannot be submitted electronically.**

Finding an Employer

It is your responsibility to identify and arrange interviews with eligible employers. Approved FWS positions are listed on our Federal Work-Study website <http://www.umaryland.edu/workstudy>.

The Student Employment Office is located at 601 West Lombard Street, Suite 221.

Eligible Awarded UMB Work-Study Students ONLY

After you find an eligible job, you must complete a job certification form, Contingent I Student Agreement, and orientation. In addition, New Hire Employees will also need to submit a payroll packet. Completed employment forms **must be submitted in person to the Office of Student Employment. Please visit our website for hours of operation.**

Federal Work-Study Students are not permitted to exceed 20 hours of work per week and must be enrolled properly, 6 credit hours for graduate/professional students and 9 credit hours for undergraduate students after the add/drop period.*

For Office Use Only: Emp. ID # _____ FWS Award Amount: _____

If you have previously earned Federal Work-Study funds at UMB and you have already been hired by an eligible Work-Study employer, you still need to provide the following information:

Student's Legal Name: _____

SSN# _____ Local Phone No. _____

Local Address: _____

University Email Address: _____

Student's Signature: _____

Organization/Department Name: _____

Supervisor's Legal Name: _____

Supervisor's Title: _____

Supervisor's Signature: _____

Alternate Supervisor's Legal Name: _____

Alternate Supervisor's Title: _____

Supervisor's Phone No.: _____ Fax No: _____

Position Title: _____

Position Location: _____

Please check one: Is the position On Campus (telework) _____ or Off Campus Worksite _____

Could this position be considered Community Service? Yes _____ No _____

We cannot complete your Job Certification until your supervisor has submitted a Summer/Fall/Spring Student Work-Study Request Form. (If the position is listed on our website, then your supervisor has already submitted this form.)

Contact Information: Office of Student Employment, 601 W. Lombard Street, Suite 221 Baltimore, MD 21201
fws@umaryland.edu (410) 706-7347